

Job Title: Systems Administrator  
Wage Classification: Salaried, exempt  
Status: Full Time  
Location: Hancock County, MS  
Department: Information Technology

Job Description:

The Systems Administrator is responsible for the effective provisioning, installation/configuration, operation, and maintenance of hardware and software systems and related infrastructure. This individual will be responsible for monitoring and fine-tuning the County's systems/network infrastructure and providing end user support. This individual will participate in the design and planning of both internal and external systems to support new applications, technologies and security, and thereafter play a key role in the maintenance of such systems.

Responsibilities:

- Troubleshooting, monitoring, maintaining, installing and upgrading computer systems, networks, software applications, email systems, storage systems and server systems.
- Provide helpdesk support
- Create and maintain documentation of topology, configurations, and inter-network dependencies
- Manage and maintain all operating system and application patches and updates
- Manage and maintain a Virtual Desktop Infrastructure
- Recommend changes to improve systems and network configurations
- Automate routine tasks
- Support multiple, simultaneous IT projects
- IBM iSeries administration
- MS Active Directory including: Group Policy, Domain Trusts, DNS, User and Group Management
- MS Exchange 2010
- Work outside of the 8am-5pm window as needed providing emergency support, systems upgrades and/or maintenance
- Any and all other duties as assigned by the IT Director

Desired skills:

- Proficiency with TCP/IP and Ethernet networking, hardware and software products and operating systems are required
- Knowledge of IBM iSeries servers
- Knowledge of VOIP technologies
- Knowledge and experience in server hardware and VMware and Hyper-V virtualization
- Ability to effectively present information and respond to questions from users
- Cisco UC-based experience a plus

Minimum Job Qualifications:

- US Citizen or authorized to work within the United States
- Minimum 3 years LAN/WAN administration
- Knowledge of routing and switching
- Knowledge of VMware and Hyper-V administration
- Knowledge of SAN/NAS environments
- Excellent organizational and project management skills including the ability to organize time and work on multiple tasks and follow through to completion of task or project

If you are interested in this position please email your resume and references to Scott Schaefer at [sschaefer@co.hancock.ms.us](mailto:sschaefer@co.hancock.ms.us).